



EUROPEAN ACCREDITATION COUNCIL FOR CONTINUING MEDICAL EDUCATION

Institution of the UEMS

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Quick application checklist

This checklist aims to provide you with an overview of all the necessary information you must have at hand when submitting your application for CME accreditation by the EACCME.
Please also read the [general description](#) of the process for European accreditation before starting.

Before you start your application, make sure you have the following:

- Signed copies of:
 - o **Declaration on disclosure** (download template as [PDF](#) or [Word](#) file) and
 - o **Course Director's commitment** (download template as [PDF](#) or [Word](#) file) in PDF filesThese documents are compulsory and must be uploaded as a part of formal application process.
- PDF files of:
 - o **Full programme (with timings, titles of sessions and names of speakers)**
 - o List of speakers
 - o Speaker CV's
 - o **Any other document you would consider useful for the quality assessment** of your event
 - o UEMS / EACCME Event Report Agreement (download template as [PDF](#) or Word file)
- **Official title of the CME event**
- **General information** about the CME event (such as dates, venue, web address, expected number of participants)
- **Official name of the provider of the CME event** (the party who provides scientific content for the event) and general contact details (such as full address, web address, email and phone/fax contacts)
- **Name, affiliation and full contact details** (email, phone/fax) of the person in charge of **scientific content**
- **Name, affiliation and full contact details** (email, phone/fax) of the person in charge of **administration** of the application process (this will be the default contact person, if different from scientific contact)
- **Official name and full address** (including VAT number, if exists) of the party that should receive **the invoice** for registration and processing fee (if different from the provider of the CME event).

The European Accreditation Council for Continuing Medical Education (EACCME) was set up by the UEMS for the purpose of ensuring the international mutual recognition of quality assessments of CME-CPD activities organised all over the world for the benefit of European doctors.